



JUMP StArts

2015-2016 Grant Guidelines

Deadline: March 8, 2016 5:00 PM – (online submission)



The Mission of the California Arts Council, a state agency, is to advance California through the arts and creativity.

Learn more at www.arts.ca.gov

© 2016 State of California

California Arts Council



Governor of California
Edmund G. Brown Jr.

Arts Council Members

Donn K. Harris,
Chair
Susan Steinhauser,
Vice Chair
Michael Alexander
Phoebe Beasley
Christopher Coppola
Kathleen Gallegos
Jaime Galli
Nashormeh Lindo
Louise McGuinness
Steve Oliver
Rosalind Wyman

Executive Staff
Director
Craig Watson

Deputy Director
vacant

Programs Officer
Shelly Gilbride

Address
1300 I Street, Suite 930
Sacramento, CA 95814

(916) 322-6555
Toll Free (800) 201-6201
FAX: (916) 322-6575

Website: www.arts.ca.gov

Office Hours
8:00 a.m. - 5:00 p.m.
Monday through Friday

Purpose: The California Arts Council (CAC), a state agency, was established in January 1976 to encourage artistic awareness, participation, and expression; to help independent local groups develop their own arts programs; to promote employment of artists and those skilled in crafts in the public and private sector; to provide for exhibition of artworks in public buildings throughout California; and to enlist the aid of all state agencies in the task of ensuring the fullest expression of our artistic potential.

The Council: The appointed Council of the CAC consists of 11 members who serve staggered terms. The Governor appoints nine members, the assembly Speaker appoints one member, and the Senate President pro Tempore appoints one member. Council members serve without salary, elect their own officers, and meet throughout the state to encourage public attendance. This body sets policy and has final approval of CAC grants.

Mission: To advance California through the arts and creativity.

Funding: The CAC is a state agency, funded from the state's annual budget process and proceeds from the California Arts License Plate and the Keep Arts in Schools tax return voluntary contribution fund, supplemented by funds from the National Endowment for the Arts. Its grants are usually matched by foundations, individuals, earned income, government agencies, or other organizations.

Information Access: Due to the Public Records and Open Meeting Acts, applications and their attachments are not confidential and may be requested by the media and/or public. Observers may attend but may not participate in, or in any way interfere with, Council meetings. Meeting dates and locations are posted at www.arts.ca.gov. Each meeting provides a designated time for public comment, although comments may be time-limited.

Grants Panels: Applications are evaluated by panels of experts, recognized in their respective fields, who rank applications according to program criteria. The CAC staff provides information but not recommendations to the panel. The Council reviews panel recommendations before making final funding decisions.

Appeal Process: Appeals to CAC funding decisions must be submitted on an official Appeal Form, available from the CAC, and postmarked within 45 days of the decision. Appeals are granted only on the following grounds:

1. Panel's assessment was based on a misstatement of factual information as contained in the application such that it negatively influenced the panel's recommendation; and/or
2. Incorrect processing of the required application material such that it negatively influenced the panel's assessment of the applicant's request for funding.

Note: Dissatisfaction with award denial or with award amount is not grounds for appeal.

Requirements: The CAC is mandated both by federal and state regulations to fund only organizations that have proof of nonprofit status under sec. 501(c)(3) of the Internal Revenue Code (Fiscal Receivers are eligible in some programs), or under sec. 23701d of the California Revenue and Taxations Code, or entities that are a unit of government; and that comply with the Civil Rights Acts of 1964, as amended; sec. 504 of the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975; the Drug-Free Workplace Act of 1988; California Government Code secs. 11135-11139.5 (barring discrimination); the Fair Labor Standards Act, as defined by the Secretary of Labor in part 505 of title 29 of the Code of Federal Regulation; the Americans With Disabilities Act of 1990 ("ADA"); the Fair Employment and Housing Act; and the Personal Responsibility and Work Opportunity Reconciliation Act of 1996.

Ownership, Copyrights, Royalties, Credit: The CAC does not claim ownership, copyrights, royalties, or other claim to artwork produced as a result of a CAC grant. However, the CAC reserves the right to reproduce and use such material for official, noncommercial purpose, including but not limited to use on the CAC website, social media and print materials. In addition, the CAC requires documentation of grants activity, and appropriate credit for CAC partial support.

JUMP StArts
2015-2016 PROJECT GRANT GUIDELINES
DEADLINE: March 8, 2016, 5:00 PM
Apply at cac.culturegrants.org



Background

Started as a pilot program in 2013, the JUMP StArts program is rooted in the California Arts Council's (CAC) commitment to ensuring that art is accessible to all Californians, including the young, vulnerable and at-risk.

Purpose

JUMP StArts supports high quality arts education and artist(s)-in-residence programs for at-risk youth within the juvenile justice system. Activities may take place in classroom, after-school, social services, or incarceration. The proposed project must be designed and developed in partnership between an arts organization and a juvenile justice/social services entity. The project should demonstrate significant planning and should reflect a collaborative relationship between the partnering organizations.

The proposed project/program must address the following goals:

- Provide opportunities for arts participation and arts education to at-risk youth in the Juvenile Court System.
- Develop or strengthen partnerships between social service providers/juvenile justice facilities for the target population and arts organizations/artists serving the same.
- Identify potential criteria for measuring long-term success.
- Demonstrate the value of arts education and arts participation for at-risk youth to juvenile justice and social service entities.
- Increase opportunities for California teaching artists and artists-in-residence at juvenile justice facilities.

Eligible Funding and Grant Amounts The California Arts Council has allocated \$750,000 to the Jump StArts program in FY15-16. Requests may be made for up to \$30,000. Grant requests cannot exceed an organization's total income from its last completed fiscal year.

Matching Funds

All grant recipients must provide a dollar-for-dollar (1:1) match. The match may be from corporate contributions, private contributions, local government, or earned income. Other State funds cannot be used as a match. A combination of cash and in-kind contributions may be used to match the JUMPStArts request, with a maximum of 50% in-kind contributions permitted, with the approval of the JUMPStArts Arts Program Specialist (see Staff Assistance).

Applicant Eligibility

- The applicant must be a California-based non-profit organization, unit of government, education or social service agency.
- The applicant must demonstrate proof of nonprofit status under section 501(c)(3) of the Internal Revenue Code, or section 23701d of the California Revenue and Taxation Code, or must be a unit of government.
- The applicant may be either the arts partner or juvenile justice facility/agency partner serving wards of the Juvenile Court System (CA Welfare and Institutions Code 600), except for the following scenarios:
 - The applicant must be the arts partner if the partnership is composed of one arts nonprofit and multiple facilities/agencies.
 - The applicant must be the facility/agency if the partnership is composed of one facility/agency and multiple artists or arts nonprofits,
 - the applicant must be the facility/agency if the partnership is composed of one facility/agency and one individual artist.
 - *This program is not designed to accept applications with partnerships between multiple juvenile justice facilities/agencies and multiple arts organizations/multiple groups of teaching artists.*
- The applicant organization will assume fiscal/contractual responsibilities, if awarded a grant.
- Use of Fiscal Agents not allowed.
- Artists working with the applicant organization must show professional experience of **at least three years** in the artistic discipline they will teach; must be residents of California; and may not be engaged in this project as a part of curriculum in a degree program. An artist can only be a part of one JUMP StArts application in any grant cycle.
- Applicants may submit only one application per funding cycle.
- Applicants may not receive a JUMP StArts Planning Grant and Project Grant in the same grant cycle.
- Applicants to this program are not restricted from applying for, and receiving funding from, other CAC grant programs as long as those funds are used for different purposes.
- Applicants that are arts organizations must complete a California Cultural Data Project Funder Report at the time of application. Applicants that are juvenile justice agencies must submit a detailed organizational budget.

Project Requirements

- The project must provide arts learning opportunities to wards of the Juvenile Court System. Project must utilize teaching artists or artists-in-residence.
- The project must be designed and developed in partnership between applicant and one or more partner organizations, each of which has defined project and decision-making responsibilities: at least one **arts partner** with a history of serving the target population and at least one **juvenile justice/services partner** serving the same. Partner commitment letters are required at time of the application.

Arts partner definition:

- Arts and arts education nonprofits with a history of serving the target population OR
- Individual or groups of artists/teaching artists not associated with an arts nonprofit, but with a history of serving the target population

Juvenile justice facility/agency partner definition:

One of these entities serving wards of the Juvenile Court System (CA Welfare and Institutions Code 600), including:

- Juvenile halls
- Court schools
- Community schools
- Social service agencies or nonprofit organizations targeting the population in these or other settings

If unclear about appropriate partner(s), contact JUMP StArts Arts Program Specialist, Shelly Gilbride (see Staff Assistance).

- State funds cannot be used for hospitality, purchase of equipment, or out of state travel. Please see next page for more detail on what the CAC does not fund.
- Matching Requirement must be met.

Application Process

CAC Cultural Grants is our online portal for the grant application and review process. CAC does not accept applications through any other means for this program. To apply, new applicants must sign up for a user account to access the CAC Culture Grants system, while returning applicants will log in with an existing user account. Detailed instructions and support can be found at www.arts.ca.gov and via the portal at <https://cac.culturegrants.org>.

Review Criteria

A peer review panel will evaluate applications based on the following criteria:

- *Quality of project:* Project supports arts learning for identified youth. Well-developed project plan with achievable timeline, clear goals and specific learning objectives; detailed arts activities and appropriate support; project design responds to unique identity and character of juvenile justice facility and students.
- *Artistic merit:* Artists' skills and expertise support the project goals and learning objectives for participants. Samples of artistic work and /or equivalent teaching or other support materials that evidence ability to work with at-risk youth; bios/resumes from participating artists; schedule of artistic activities.
- *Project impact:* Project activities designed to instigate participant learning in, through, and/or about the arts. Articulation of anticipated impact on students, artists, teachers, facility staff, and arts organization; well-developed arts activities that are grade-level appropriate, relate to standards and overall project objectives.

- *Sufficient assessment and documentation:* Student assessments align to learning objectives and standards. Clearly articulated assessment tools and methodology; ability to demonstrate the benefits of the project, including qualitative (storytelling) and quantitative results.
- *Fiscal Management and Leadership:* Project is realistic with achievable outcomes, demonstrates accountability and includes an appropriate and complete budget. Quality of project team; viability of project budget; overall fiscal health and organizational capacity of applicant; strength of collaborative partnership and evidence of support (letters of commitment from juvenile justice facility).

Peer Panel Evaluation and Ranking Process

A peer panel will review all applications and work samples in a multi-step process that involves assigning numerical ranks to an application. A 10-point ranking system will be implemented. Panelists' ranks are averaged to obtain the final score.

10-Point Numerical Ranking System

10	Model	Meets all of the review criteria to the highest degree possible.
8-9	Excellent	Designates an applicant as a high priority for funding.
5-6-7	Good	Strongly meets the review criteria; however, some improvement or development is needed.
2-3-4	Developing	Has merit, but does not meet the criteria in a strong or solid way.
1	Ineligible	Inappropriate for CAC support.

California Arts Council Decision-making

The final authority for grant decisions is the appointed Council. Subsequent to receiving and reviewing the peer panel's recommendations, the Council will take into consideration the panel's recommendations and make final funding decisions at a public meeting.

If approved by the Council for support, grant amounts may differ from the request amount due to the level of funding available to the program, demand on that funding, and/or the rank a proposal receives from the peer review panel.

Should a grant award be made for an amount less than the requested amount, the applicant will be required to confirm that the goals of the original request can be met or modified with a lesser grant award.

What the CAC Does Not Fund

- Former grantee organizations not in compliance with CAC grant requirements (as stipulated in grant agreement)

- Non-arts organizations not involved in arts activities (as applicants)
- For-profit organizations (as applicants)
- Projects with fundraising purposes, including grant writing
- Other state or federal agencies
- Programs not accessible to the public
- Projects with religious or sectarian purposes
- Organizations or activities that are part of the curricula base of schools, colleges, or universities
- Indirect costs of schools, colleges, or universities
- Trust or endowment funds
- Purchase of equipment, land, buildings, or construction (capital outlay or expenditures)
- Out-of-state activities
- Hospitality or food costs
- Expenses incurred before the start or after the ending date of the grant period

Timeline

January, 2016	Application available
March 8, 2016	Application deadline (online)
April, 2016	Funding decisions
May, 2016	Funding notifications
June 2016 – June 30, 2017	Funded activity period

Grantee Requirements

- To better inform our elected representatives as to the value of the arts and the use of state funds, you will be expected to include--with your approved grant agreement--copies of signed letters sent to the Governor and your State Senate and Assembly representatives thanking them for your grant.
- Use CAC logo on all printed, electronic materials, and websites (programs, catalogs, postcards, posters, newsletters, leaflets, publications, etc.) that specifically reference this grant.
- Credit the CAC on all printed and electronic materials: *"This activity is funded in part by the California Arts Council, a state agency."*
- When discussing the project and activities supported by this grant, verbal credit must be given to the CAC.
- A Final Report summarizing grant-funded activities and accomplishments will be required at the end of the grant period.

Staff Assistance

CAC staff is available on a limited basis to offer guidance and clarification in preparing your proposal. We recommend that you contact staff well in advance of the deadline to ensure you can be accommodated. **Contact Shelly Gilbride, JUMP StArts Arts Program Specialist at shelly.gilbride@arts.ca.gov or (916) 324-0075.**